



**MISSOURI DEPARTMENT OF NATURAL RESOURCES
ENERGY CENTER**

REPORTING AGENCY		PAGE NUMBER
REPORTING PERIOD	PREPARED BY	
LOCATION/PHONE		DATE PREPARED

WORKSHEET 1 - MISSOURI STATE FLEET - ACQUISITIONS AND CONVERSIONS

FLEET LOCATION: ☐ JEFFERSON CITY ☐ KANSAS CITY ☐ ST. LOUIS ☐ OTHER

Only select one of the options provided. If agency vehicles are located at more than one of the options shown, fill out a separate Worksheet 1 for each option where agency vehicles are located. For a complete list of counties included in Kansas City and St. Louis, see the reference table shown on the back of this form.

ALTERNATIVE FUEL VEHICLES

For this section of Worksheet 1, enter acquisition data on one vehicle per row. Report all AFV acquisitions. Do not exempt any AFV acquisitions.

MAKE	MODEL	MODEL YEAR	VEHICLE CLASS	VIN	DATE ACQUIRED	OEM OR CONVERSION	DATE CONVERTED	ALT. FUEL TYPE	FLEX, DUAL OR DEDICATED	CAFE

CONVENTIONAL FUEL VEHICLES

For this section of Worksheet 1, group together the same type of vehicles in the same row. Do not enter acquisition data for exempt vehicles.

NUMBER OF VEHICLE(S)	MAKE	MODEL	MODEL YEAR	AUTO(S) OR LDT(S)	GAS OR DIESEL	CAFE

Instructions, definitions and reference tables are shown on the back.

INSTRUCTIONS AND DEFINITIONS FOR WORKSHEET 1

1. **Contact information** - enter all requested contact information into the space provided. On following worksheets, only the name of the agency and page number need be entered.

2. **Reporting period** - only submit information from the fiscal year that just ended. The fiscal year runs from July 1 through June 30.

3. **Alternative fuel vehicles (AFV)** are equipped to be refueled with an alternative fuel such as ethanol 85, CNG, propane or electricity. Please note that hybrid gasoline vehicles are not classified as AFVs.

4. **Model year** is the period from September 1 of the previous calendar year through August 31.

5. **Vehicle classification** - from the reference table, select the appropriate abbreviation and enter it into the space provided.

6. **VIN** - Enter the 17-character alpha-numeric vehicle identification number (VIN) that is assigned by the vehicle manufacturer. Include the VIN from only the acquisition of AFVs or vehicles converted to AFVs. Diesel vehicles refueled with biodiesel are not considered AFVs.

7. **OEM or conversion** - either the AFV was designed by the original equipment manufacturer (OEM) to run on alternative fuel, or the vehicle was converted to run on alternative fuel after leaving the factory.

8. **Conversion** - an original equipment manufacturer's vehicle that is reconfigured by a conversion company. Conversion kit components are under warranty of the conversion company.

9. **Date converted** - if conversion, provide date when the conversion kit was installed.

10. **Flex fuel vehicles** run on a mix of fuels stored in the same on-board tank such as gasoline and ethanol 85.

11. **Dual fuel vehicles** can run on either an alternative fuel or gasoline. The fuels are stored on-board in separate fuel tanks. Each tank is specifically designated to hold one type of fuel.

12. **Dedicated AFVs** are vehicles equipped to be refueled with one type of fuel, the designated alternative fuel.

13. **CAFE** - for vehicles on contract with the State of Missouri, refer to the CAFE ratings tables prepared by the DNR Energy Center. For vehicles not on contract with the state, a complete list of vehicles can be found at www.fueleconomy.gov.

14. **Conventional fuel vehicles (CFV)** are vehicles designed to be refueled with one type of conventional fuel, either gasoline or diesel. However, since no equipment upgrades are necessary to use biodiesel, CFVs refueled with diesel can also be refueled with the alternative fuel, biodiesel.

COUNTIES INCLUDED IN THE METROPOLITAN STATISTICAL AREAS

Kansas City

1. Cass County
2. Clay County
3. Clinton County
4. Jackson County
5. Lafayette County
6. Platte County
7. Ray County

St. Louis

1. Franklin County
2. Jefferson County
3. Lincoln County
4. St. Charles County
5. St. Louis County
6. St. Louis City
7. Warren County

VEHICLE CLASSIFICATIONS (and Abbreviation)

1. Automobile and Station Wagon (**Auto**)
2. Light-Duty Truck, Vans and SUVs (**LDT**),
($\leq 8,500$ lbs. GVWR)
3. Bus (**Bus**)
4. Medium-Duty Truck (**MDT**),
(8,501 to 26,000 lbs.)
5. Heavy-Duty Truck (**HDT**),
($> 26,000$ lbs.)

MOTOR FUELS (and Abbreviation)

1. Gasoline (**Gas**)
2. Diesel (**DSL**)
3. Ethanol 85 (**E85**)
4. Compressed Natural Gas (**CNG**)
5. Propane (**LPG**)
6. Electric (**Elec**)